

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES (DAAS)
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (AAF-OOA)

I. GENERAL PROGRAM STATEMENT

The Aging Programs are predominately funded by several federal and state sources and are budgeted in the newly established budget unit AAF-OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit AAF-OOA-SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit AAF-OOA-SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors. (*Budget Unit AAF-OOA-SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit AAF-OOA-SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit AAF-OOA-SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit AAF-OOA-SYW*)

USDA – Supplements the cost of the nutrition program (*Budget Unit AAF-OOA-SBG*)

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	-	-	-	8,874,173
Total Revenue	-	-	-	7,900,036
Local Cost	-	-	-	974,137
Budgeted Staffing				111.9

Workload Indicators

Senior Employment Enrollees	85
Meals Served	1,182,749
Sr Home & Health Care clients	345
Community Based Svcs clients	1,300
Information & Assistance contacts	41,958

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing has increased by a net 15.1 budgeted positions in 2002-03 (from 96.8 to 111.9). Changes consist of the following:

Added 7 budgeted positions for Title III/VII programs by transferring the following positions from the HSS Administrative budget to the Aging budget: 2-HSS Program Specialists, 1-Supervising Fiscal Clerk I, 1-Staff Analyst II, 1-Staff Analyst I, 1-Secretary 1 and 1-Supervising HSS Program Specialist. These positions in the past provided administrative support to the Adult Services programs. As time evolved, these positions have provided support more and more to the Aging Programs. In 2002-03, these positions will be appropriately accounted for in the Aging Programs budget.

Added 7.1 budgeted positions for the Title III/VII and Community Base Services programs that were incorrectly omitted from 2001-02 budgeted and/or not captured properly from EMACs to Budget Prep. These positions

AGING AND ADULT SERVICES

include: 1-Accountant I and 4-Ombudsmans positions not recorded in Budget Prep, and 2.1-Social Services Aides incorrectly omitted.

Added 1 budgeted Nutritionist position to the Title III Nutrition program for FY02/03. Seeking mid-year Board approval of position on April 30, 2002 in order to commence a competitive recruitment process for an anticipated employment date of July 1, 2002. The duties of this position are currently being provided by a contracted vendor. DAAS is anticipating a minimum cost savings of \$51,670 per year by providing services directly through this budgeted position.

Added 3 budgeted Social Service Aides for the newly developed Title III-E Family Caregiver program as approved by the Board on November 6, 2001, Agenda Item #67.

Added 2 budgeted Accounting Technician positions for 2002-03 in the Title XIX and Community Base Services Programs due to a reclassification study that determined the Accounting Technician positions were in fact working within the correct classification. Therefore, 3 budgeted FTE Staff Analyst I positions have been removed.

Added 1 budgeted in 2002-03 for a Staff Analyst I position upgraded to a Staff Analyst II position. This position provides contract administration support to Aging Programs.

Additionally 6 positions were deleted from the Title III/VII and Senior Employment Programs as follows: 2 Regional Supervisors positions that will not be filled, 1-Staff Analyst I position which was reclassified into a Staff Analyst II position, 1-Social Service Practitioner due to reduced funding and 2-Staff Analyst I positions which were reclassified to Program Specialist positions.

The vacancy factor has been reduced by 3 (from 52.5 in 2001-02 to 49.5 in 2002-03) to accurately reflect the staffing vacancies.

PROGRAM CHANGES

None

OTHER CHANGES

The newly established specialized general fund AAF-OOA was developed for DAAS to eliminate the consistent cash flow problems the department has been experiencing. Due to long delays in State reimbursement, service providers often wait for payment from the department. Additionally, when the state budget is not approved on schedule, funds may not be available to the department for several months. Past experience has shown that when there are delays in approval of the state budget, DAAS typically does not receive funding for the new fiscal year until September. The delay in funding in turn causes late payment to the contracted service providers, who often complain to the Board of Supervisors. Allowing this department to be in the general fund would eliminate this problem. DAAS will ensure funds due to the department will be documented and track accordingly. DAAS has policies and procedures in place to ensure the department's expenditures stay within the allocated funds provided.

In 2002-03 it is estimated that one-time local cost of \$974,137 is required by the Title III/VII Aging Programs. Realignment of staff, stagnation of funding streams and the need to fund nutrition contracts at current levels has contributed to the need for one-time local funding to supplement traditional funding. DAAS will examine its staffing levels carefully in the coming year and make the necessary adjustments in order to stay within existing funding allocations. Local cost will be shifted from the HSS Administrative Claim budget (AAA DPA) and will be replaced by Realignment Sales Tax Revenue.

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary

FUNCTION: Public Assistance
ACTIVITY: Administration

AAF OOA SBB, AAF OOA SBG, AAF OOA SYA, AAF OOA SYW

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	-	-	-	-	-	3,787,658	3,787,658	
Services and Supplies	-	-	-	-	-	5,399,509	5,399,509	
Central Computer	-	-	-	-	-	44,797	44,797	
Transfers	-	-	-	-	-	519,843	519,843	
Total Exp Authority	-	-	-	-	-	9,751,807	9,751,807	
Less:								
Reimbursements	-	-	-	-	-	(877,634)	(877,634)	
Total Appropriation	-	-	-	-	-	8,874,173	8,874,173	
<u>Revenue</u>								
Use of Money & Prop	-	-	-	-	-	25,000	25,000	
State, Fed or Gov't Aid	-	-	-	-	-	7,845,036	7,845,036	
Other Revenue	-	-	-	-	-	30,000	30,000	
Total Revenue	-	-	-	-	-	7,900,036	7,900,036	
Local Cost	-	-	-	-	-	974,137	974,137	
Budgeted Staffing	-	-	-	-	-	111.9	111.9	

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SBB

FUNCTION: Public Assistance
ACTIVITY: Administration

AGING AND ADULT SERVICES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Salaries and Benefits	-	-	-	-	-	927,668	927,668	
Services and Supplies	-	-	-	-	-	47,475	47,475	
Total Appropriation	-	-	-	-	-	975,143	975,143	
Revenue								
State, Fed or Gov't Aid	-	-	-	-	-	956,696	956,696	
Total Revenue	-	-	-	-	-	956,696	956,696	
Local Cost			-	-	-	18,447	18,447	
Budgeted Staffing	-	-	-	-	-	53.9	53.9	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments

Salaries and Benefits	927,867	Fund change from SBB-OOA-OOA to AAF-OOA-SBB
	23,842	50 cents increase in minimum wage
	10,691	MOU and retirement increases
	6,889	Increase in benefits for Senior Employment Enrollee hired as regular county employee.
	(41,621)	Over estimation of 2001-02 salaries and benefits
	<u>927,668</u>	
Services and Supplies	64,584	Fund change from SBB-OOA-OOA to AAF-OOA-SBB
	(17,109)	Over estimation of 2001-02 services and supplies
	<u>47,475</u>	
Transfers	78,274	Fund change from SBB-OOA-OOA to AAF-OOA-SBB
	(78,274)	Transfers will occur in Org. SBG
	<u>-</u>	
Reimbursements	(94,835)	Fund change from SBB-OOA-OOA to AAF-OOA-SBB
	94,835	Transfers will occur in Org. SBG
	<u>-</u>	
Total Appropriations	<u>975,143</u>	
Revenues		
State and Federal Aid	995,713	Fund change from SBB-OOA-OOA to AAF-OOA-SBB
	(39,017)	Over estimation of 2001-02 Revenue
	<u>956,696</u>	
Total Revenues	<u>956,696</u>	
Local Cost	<u>18,447</u>	

DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SBG

ACTIVITY: Administration

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	-	-	-	-	-	1,951,891	1,951,891	
Services and Supplies	-	-	-	-	-	4,450,446	4,450,446	
Central Computer	-	-	-	-	-	44,797	44,797	
Transfers	-	-	-	-	-	310,176	310,176	
Total Exp Authority	-	-	-	-	-	6,757,310	6,757,310	
Less:	-	-	-	-	-		-	
Reimbursements	-	-	-	-	-	(794,020)	(794,020)	
Total Appropriation	-	-	-	-	-	5,963,290	5,963,290	
<u>Revenue</u>								
Use of Money & Prop	-	-	-	-	-	25,000	25,000	
State, Fed or Gov't Aid	-	-	-	-	-	4,852,792	4,852,792	
Other Revenue	-	-	-	-	-	30,000	30,000	
Total Revenue	-	-	-	-	-	4,907,792	4,907,792	
Local Cost		-	-	-	-	1,055,498	1,055,498	
Budgeted Staffing	-	-	-	-	-	43.0	43.0	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments

Salaries and Benefits	1,351,121	Fund change from SBG-OOA-OOA to AAF-OOA-SBG
	414,454	Transfer in of 7 Aging personnel from AAA-DPA
	103,874	New positions for Aging - 1 Accountant I & 1 Nutritionist.
	106,909	New positions for Aging - 7 part-time Ombudsman contractors.
	(139,795)	Positions eliminated - 2 Regional Supervisors & 1 Staff Analyst
	4,973	1 Staff Analyst I position upgraded to Staff Analyst II.
	83,573	MOU and Retirement increases
	26,782	Increase in benefits for Ombudsman Contractors previously PSE's.
	<u>1,951,891</u>	
Services and Supplies	5,096,683	Fund Change from SBG-OOA-OOA to AAF-OOA-SBG
	(88,000)	Reduction in Services & Supplies due to funding estimate from JESD not received.
	(325,670)	Reduction in Services & Supplies due to decrease in Title III-E Funding.
	(75,959)	Reduction in ISF and COWCAP charges mainly due to roll over credit
	(23,929)	Elimination of temporary help charges needed for state audit
	(254,050)	Reduction in purchases of services and supplies for the Adult Service Programs
	(26,629)	Reduction in service and supplies due to spending trends and tighter budgetary controls
	148,000	Additional funding for the Senior Nutrition Program.
	<u>4,450,446</u>	
Central Computer	19,562	Fund change from SBG-OOA-OOA to AAF-OOA-SBG
	25,235	Increase in ISD cost estimates for 2002-03
	<u>44,797</u>	
Transfers	438,604	Fund change from SBG-OOA-OOA to AAF-OOA-SBG
	(20,000)	Reduction in County Counsel charges
	(103,152)	Reduction in HSS trasferred cost to Aging Programs.
	(44,639)	Eliminate transfers within the OOA department due to consolidation to the AAF fund.
	39,363	Increase in rent charges.
	<u>310,176</u>	
Reimbursements	(1,373,952)	Fund change from SBG-OOA-OOA to AAF-OOA-SBG
	247,344	Eliminate transfers within the OOA department due to consolidation to the AAF fund.
	148,000	Eliminate HSS support for Senior Nutrition Program
	32,150	Reduction in purchases of services and supplies for the Adult Service Programs
	40,750	Decrease in estimated support from CDBG for Senior Nutrition Program
	36,688	Reduction in the Title III-E match due to reduction in fund
	75,000	Eliminate JESD funding for the transportation program not budgeted for 2002-03.
	<u>(794,020)</u>	
Total Appropriations	<u>5,963,290</u>	
Revenues	5,325,852	Fund change from SBG-OOA-OOA to AAF-OOA-SBG
State and Federal Aid	(325,670)	Reduction in Services & Supplies due to decrease in Title III-E Funding.
	(51,833)	Reduction in State funding for the Title III Program.
	(95,557)	Reduction in Federal funding for the Title III Program.
	<u>(473,060)</u>	
	<u>4,852,792</u>	
Other Revenue	56,000	Fund change from SBG-OOA-OOA to AAF-OOA-SBG
	(1,000)	Eliminate one-time-only Board of Supervisors support to Senior Nutrition programs
	<u>55,000</u>	
Total Revenues	<u>4,907,792</u>	
Local Cost	<u>1,055,498</u>	

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SYA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Salaries and Benefits					-	788,397	788,397	
Services and Supplies					-	357,561	357,561	
Transfers	-	-	-	-	-	209,667	209,667	
Total Exp Authority	-	-	-	-	-	1,355,625	1,355,625	
Less:					-		-	
Reimbursements	-	-	-	-	-	(83,614)	(83,614)	
Total Appropriation	-	-	-	-	-	1,272,011	1,272,011	
Revenue								
State, Fed or Gov't Aid	-	-	-	-	-	1,289,351	1,289,351	
Total Revenue	-	-	-	-	-	1,289,351	1,289,351	
Local Cost	-	-	-	-	-	(17,340)	(17,340)	
Budgeted Staffing					-	13.0	13.0	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments

Salaries and Benefits	622,917	Fund change from SYA-OOA-OOA to AAF-OOA-SYA
	29,828	1 Clerk II position full year funding
	58,907	1 social service practioner full year funding
	37,375	MOU increases
	21,653	Retirement increases
	30,973	7 positions for equity alignment
	<u>(13,256)</u>	Budgeted ugrade from an accounting technician to staff analyst I that did not occur
	<u>788,397</u>	
Services and Supplies	466,552	Fund change from SYA-OOA-OOA to AAF-OOA-SYA
	(83,614)	Cowcap charges will be charged through SBG
	<u>(25,377)</u>	Reduced misc. supplies
	<u>357,561</u>	
Central Computer	7,178	Fund change from SYA-OOA-OOA to AAF-OOA-SYA
	<u>(7,178)</u>	Charges incurring in one Org. SBG
	<u>-</u>	
Transfers	360,943	Fund change from SYA-OOA-OOA to AAF-OOA-SYA
	(58,907)	Social service practitioner salary moved to salary & benefits
	<u>(92,369)</u>	Transfer amounts adjusted based on current years transfers
	<u>209,667</u>	
Reimbursements	(151,298)	Fund change from SYA-OOA-OOA to AAF-OOA-SYA
	<u>67,684</u>	Reimbursement amounts adjusted based on current years transfers
	<u>(83,614)</u>	
Total Appropriations	<u>1,272,011</u>	
Revenues		
State and Federal Aid	1,290,351	Fund change from SYA-OOA-OOA to AAF-OOA-SYA
	<u>(1,000)</u>	Federal revenue reduced allocation
	<u>1,289,351</u>	
Total Revenues	<u>1,289,351</u>	
Local Cost	<u>(17,340)</u>	

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SYW

FUNCTION: Public Assistance
ACTIVITY: Administration

AGING AND ADULT SERVICES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
<u>Appropriations</u>								
Salaries and Benefits	-	-	-	-	-	119,702	119,702	
Services and Supplies	-	-	-	-	-	544,027	544,027	
Total Appropriation	-	-	-	-	-	663,729	663,729	
<u>Revenue</u>								
State, Fed or Gov't Aid	-	-	-	-	-	746,197	746,197	
Total Revenue	-	-	-	-	-	746,197	746,197	
Local Cost			-	-	-	(82,468)	(82,468)	
Budgeted Staffing					-	2.0	2.0	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments

Salaries and Benefits	159,870	Fund change from SYW-OOA-OOA to AAF-OOA-SYW
	(51,883)	1 Social Service practitioner position decrease
	9,592	MOU and retirement increases
	<u>2,123</u>	Social service practioner upgraded from range 53 to 54
	<u>119,702</u>	
Services and Supplies	575,174	Fund change from SYW-OOA-OOA to AAF-OOA-SYW
	<u>(31,147)</u>	Decreased due to reduction in revnue
	<u>544,027</u>	
Transfers	122,119	Fund change from SYW-OOA-OOA to AAF-OOA-SYW
	<u>(122,119)</u>	Transfers will occur in SBG org
	<u>-</u>	
Total Appropriations	<u>663,729</u>	
Revenues		
State and Federal Aid	880,021	Fund change from SYW-OOA-OOA to AAF-OOA-SYW
	<u>(133,824)</u>	Decrease in revenue from state and federal allocation
	<u>746,197</u>	
Total Revenues	<u>746,197</u>	
Local Cost	<u>(82,468)</u>	

Staffing Changes AAF-OOA

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
19563 Social Service Aide	1	1.00	CDA/NCOA Program/ was a full time PSE position hired on as regulat employee		Ongoing
19646 Staff Analyst I	-1	(1.00)	SBB Accounting Tech. Position requested reclassification did not occur	Regular	Ongoing
27504 Cont Nat Co on Aging	-1	(1.00)	Converted to Soc Svc Aide		
90001 Accounting Tech II D	1	1.00	Termination of National Council On Aging grant	Regular	Ongoing
1046 Accounting Technician	1	1.00	SYA - Accounting Tech. Position requested reclassification did not occur	Regular	Ongoing
19646 Staff Analyst I	-1	(1.00)	SYA - Accounting Tech reclassification did not occur		
3295 Clerk II	0	1.00	SYA - added position in 2001-02 50% of position wil support adult services	Regular	Ongoing
3300 Clerk III	-2	(2.00)	SYA- left positions unfilled due to lack of funding	Regular	Ongoing
19616 Social Service Pract.	1	1.00	SYA moved position from SYW	Regular	Ongoing
19616 Social Service Pract.	-2	(2.00)	SYW- moved one position to SYA, revenue was reduced in linkages	Regular	Ongoing
19385 Senior Services Counselor	1	1.00	SYW-Not included in original budget		
Vacancy Factor	0	1.00			
Accountant I	1	1.00	To reclassify budgeted PH Nurse position underfill in 2001-02	Regular	Ongoing
HSS Program Specialist	2	2.00	Adult Services staff doing Aging work	Regular	Ongoing
HSS Sup. Program Specialist	1	1.00	Adult Services staff doing Aging work	Regular	Ongoing
Nutritionist I	1	1.00	Position contracted in 2001-02	Regular	Ongoing
Regional Supervisor - Off Aging	-2	(2.00)	Positions eliminated in 2001-02	Regular	Ongoing
Secretary I	0	1.00	Position budgeted and filled with transfer from Adult Services	Regular	Ongoing
Social Service Aid	3	5.10	Eliminate 1 authorized not needed, add budget 3 positions for Title III-E, add 2.1 FTE to correct 2001-02 error	Regular	Ongoing
Staff Analyst I	-1	(1.00)	Accounting Tech Upgrade did not occur	Regular	Ongoing
Staff Analyst I	-2	(2.00)	Position replaced and upgraded to Program Specialist I	Regular	Ongoing
19646 Staff Analyst I	-1	(1.00)	Position upgraded to Staff Analyst II	Regular	Ongoing
19647 Staff Analyst I	1	1.00	Adult Services staff doing Aging work		
Staff Analyst II	1	1.00	Position upgraded from Staff Analyst I	Regular	Ongoing
Staff Analyst II	1	1.00	Adult Services staff doing Aging work	Regular	Ongoing
Supervising Fiscal Clerk I	1	1.00	Adult Services staff doing Aging work	Regular	Ongoing
Contract Ombudsman	7	4.00	Positions priviously PSE not on 2001-02 budget	Contract	Ongoing
Vacancy Factor	0	2.00			
Total:	11	15.10			